

**From:** Davis, Robin on behalf of Peters, Joe  
**Sent:** 10/3/2013 2:33:52 PM  
**Subject:** Mobile Election Identification Certificate Station Information  
**Attachments:** EIC Letter to Counties.pdf; EIC Training Instructions.pdf

The Texas Department of Public Safety (DPS), in partnership with the Office of the Texas Secretary of State is working to ensure every eligible Texas voter has ample opportunity to obtain, as conveniently as possible, photo identification required to comply with the Texas voter photo identification law.

Attached to this email, you will find a letter regarding mobile Election Identification Certificate (EIC) stations. You will also find instructions on training that will be provided to your county. This training will prepare you to run mobile EIC stations in your county.

DPS will be sending you the Memorandum of Understanding (MOU) between your County and DPS in a separate email.

DPS has established an EIC email account to make it easier to communicate, [EIC@dps.texas.gov](mailto:EIC@dps.texas.gov). Please use this account when sending emails to DPS regarding mobile EIC stations.

The point of contact at DPS for mobile EIC stations is Mr. M.A. "Tony" Rodriguez. You can reach Tony at 512-424-5657, or at [EIC@dps.texas.gov](mailto:EIC@dps.texas.gov).

Thank you in advance for agreeing to partner with DPS and the Secretary of State in ensuring all eligible Texas voters will have ample opportunity to acquire an Election Identification Certificate.

Joe Peters  
Assistant Director  
Texas Department of Public Safety  
Driver License Division





## TEXAS DEPARTMENT OF PUBLIC SAFETY

5805 N LAMAR BLVD • BOX 4087 • AUSTIN, TEXAS 78773-0001

512/424-2000

[www.dps.texas.gov](http://www.dps.texas.gov)



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A. CYNTHIA LEON, CHAIR  
CARIN MARCY BARTH  
RANDY WATSON

The Texas Department of Public Safety (DPS), in partnership with the Office of the Texas Secretary of State (SOS) is working to ensure that every eligible Texas voter has ample opportunity to obtain, as conveniently as possible, photo identification required to comply with the Texas voter photo identification law.

Our effort to ensure accessibility and convenience for eligible voters includes deploying mobile Election Identification Certificate (EIC) stations across the state in counties where there is no DPS driver license office and to augment this service in those counties with high population concentrations. SOS has advised us that officials in your county have agreed to partner with us in this effort.

This communication is intended to clarify the roles and responsibilities of DPS and participating counties in providing EIC issuance service.

DPS responsibilities include:

- Assembling mobile EIC stations consisting of the computer hardware, software and peripheral equipment necessary to capture the information required to process EIC applications.
- Coordinating centralized training locations throughout the state to train county personnel on the application process and operation of the mobile EIC equipment.
- Providing the training for county personnel who will accept applications, verify eligibility, enter required data into the EIC system and issue receipts to eligible applicants.
- Upon successful completion of a six hour (estimated) training course, DPS will issue mobile EIC station equipment to county personnel for return to their respective counties.
- Providing on-call technical and operational support.
- Transporting encrypted customer data from the mobile sites to a DPS driver license facility for upload to the statewide EIC database.

County responsibilities include:

- Providing adequate electrical power and space, readily accessible to the public, for EIC equipment setup and operation.

- Supporting county staff time and travel to attend DPS provided training in the setup and operation of EIC stations.
- Providing adequate DPS trained county staff to set up equipment, post informational signs, accept and process EIC applications, and print and provide receipts to eligible applicants during regular business hours or other hours by mutual agreement between county officials and SOS staff.

The DPS point of contact for mobile EIC station matters is M.A. "Tony" Rodriguez, Senior Manager, Driver License Division, Texas Department of Public Safety, 5805 N. Lamar, Austin, TX 78752. Tony may be reached at 512-424-5657 or via email at [EIC@dps.texas.gov](mailto:EIC@dps.texas.gov).

Should you have questions or require more information, please feel free to contact us.

Thank you in advance for your dedication to public service and for your help in ensuring all eligible Texas voters will have ample opportunity to acquire an Election Identification Certificate.

Respectfully,



Joe Peters  
Assistant Director  
Driver License Division



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Thank you for your participation in Election Identification Certificate (EIC) County Training. These instructions will help prepare your county to attend training.

**Deadlines:** Please report your training attendance to the Department of Public Safety (DPS) no later than Friday, October 4, 2013, by 5:00 p.m. Please include the name of the employee(s) attending from your county. Because of limited seating, DPS asks that you limit your attendance to no more than 2 employees. Please email your county's attendance information to Mr. M.A. "Tony" Rodriguez at [EIC@dps.texas.gov](mailto:EIC@dps.texas.gov), or at 512-424-5657.

**IMPORTANT NOTE:** At training, your county will be receiving the equipment to complete EIC transactions in 2 plastic bins to take back to your county. Each bin is 30 gallon size, 31.6" X 19.4" X 17.1". The training includes how to set up the equipment at your county office.

**Location, Date, and Time:** The training is 1 day from 9:00 a.m. to 3:00 p.m., with 1 hour for lunch. Page 2 lists your training site, location and date of training by county. Page 4 lists the training sites with information to help your employee(s) prepare for training.

**Travel:** Travel to training is in accordance with your county's travel policy. DPS will not be reimbursing for travel expenses. DPS will not be providing lunch to students.

**What to Bring:** Please be prepared to take notes during class.

**Contact Information:** If you have any questions regarding training, please contact Mr. M.A. "Tony" Rodriguez at [EIC@dps.texas.gov](mailto:EIC@dps.texas.gov), or at 512-424-5657.

Training Locations and Dates			
County	Training Site	City	Date
ARANSAS	Coastal Bend College	Beeville	October 8
ARCHER	Garland DL Megacenter	Garland	October 9
ARMSTRONG	Panhandle Regional Planning Commission	Amarillo	October 9
AUSTIN	Sam Houston State University	Huntsville	October 9
BANDERA	Concho Valley Council of Governments	San Angelo	October 8
BLANCO	Concho Valley Council of Governments	San Angelo	October 8
BORDEN	Texas Tech Health Science Center	Lubbock	October 8
BRISCOE	Texas Tech Health Science Center	Lubbock	October 8
CALDWELL	Coastal Bend College	Beeville	October 8
CAMP	Garland DL Megacenter	Garland	October 9
CLAY	Garland DL Megacenter	Garland	October 9
COCHRAN	Texas Tech Health Science Center	Lubbock	October 8
COKE	Concho Valley Council of Governments	San Angelo	October 8
COLLINGSWORTH	Panhandle Regional Planning Commission	Amarillo	October 9
CONCHO	Concho Valley Council of Governments	San Angelo	October 8
COTTLE	Texas Tech Health Science Center	Lubbock	October 8
CROCKETT	Concho Valley Council of Governments	San Angelo	October 8
DELTA	Garland DL Megacenter	Garland	October 9
DICKENS	Texas Tech Health Science Center	Lubbock	October 8
DIMITT	Coastal Bend College	Beeville	October 8
DUVAL	Coastal Bend College	Beeville	October 8
EDWARDS	Concho Valley Council of Governments	San Angelo	October 8
FALLS	Sam Houston State University	Huntsville	October 9
FAYETTE	Sam Houston State University	Huntsville	October 9
FOARD	Texas Tech Health Science Center	Lubbock	October 8
FRANKLIN	Garland DL Megacenter	Garland	October 9
FRIO	Coastal Bend College	Beeville	October 8
GARZA	Texas Tech Health Science Center	Lubbock	October 8
GLASSCOCK	Concho Valley Council of Governments	San Angelo	October 8
GOLIAD	Coastal Bend College	Beeville	October 8
GRIMES	Sam Houston State University	Huntsville	October 9
HALL	Texas Tech Health Science Center	Lubbock	October 8
HANSFORD	Panhandle Regional Planning Commission	Amarillo	October 9
HARTLEY	Panhandle Regional Planning Commission	Amarillo	October 9
HUDSPETH	El Paso – Scott Simpson Driver License Office	El Paso	October 9
IRION	Concho Valley Council of Governments	San Angelo	October 8
JACK	Garland DL Megacenter	Garland	October 9
JACKSON	Coastal Bend College	Beeville	October 8
JEFF DAVIS	El Paso – Scott Simpson Driver License Office	El Paso	October 9
JIM HOGG	Coastal Bend College	Beeville	October 8
KARNES	Coastal Bend College	Beeville	October 8
KENEDY	Coastal Bend College	Beeville	October 8
KENT	Texas Tech Health Science Center	Lubbock	October 8
KING	Texas Tech Health Science Center	Lubbock	October 8
KINNEY	Concho Valley Council of Governments	San Angelo	October 8
LA SALLE	Coastal Bend College	Beeville	October 8
LIPSCOMB	Panhandle Regional Planning Commission	Amarillo	October 9
LOVING	El Paso – Scott Simpson Driver License Office	El Paso	October 9



Training Locations and Dates			
County	Training Site	City	Date
LYNN	Texas Tech Health Science Center	Lubbock	October 8
MADISON	Sam Houston State University	Huntsville	October 9
MARION	Garland DL Megacenter	Garland	October 9
MASON	Concho Valley Council of Governments	San Angelo	October 8
MCMULLEN	Coastal Bend College	Beeville	October 8
MENARD	Concho Valley Council of Governments	San Angelo	October 8
MOTLEY	Texas Tech Health Science Center	Lubbock	October 8
NEWTON	Sam Houston State University	Huntsville	October 9
OLDHAM	Panhandle Regional Planning Commission	Amarillo	October 9
POTTER	Panhandle Regional Planning Commission	Amarillo	October 9
REAL	Concho Valley Council of Governments	San Angelo	October 8
REFUGIO	Coastal Bend College	Beeville	October 8
ROBERTS	Panhandle Regional Planning Commission	Amarillo	October 9
ROBERTSON	Sam Houston State University	Huntsville	October 9
SABINE	Sam Houston State University	Huntsville	October 9
SAN AUGUSTINE	Sam Houston State University	Huntsville	October 9
SAN JACINTO	Sam Houston State University	Huntsville	October 9
SAN SABA	Concho Valley Council of Governments	San Angelo	October 8
SCHLEICHER	Concho Valley Council of Governments	San Angelo	October 8
SHACKELFORD	Garland DL Megacenter	Garland	October 9
SHERMAN	Panhandle Regional Planning Commission	Amarillo	October 9
SOMERVELL	Garland DL Megacenter	Garland	October 9
STERLING	Concho Valley Council of Governments	San Angelo	October 8
STONEWALL	Texas Tech Health Science Center	Lubbock	October 8
TERRELL	Concho Valley Council of Governments	San Angelo	October 8
THROCKMORTON	Garland DL Megacenter	Garland	October 9
TRINITY	Sam Houston State University	Huntsville	October 9
UPTON	Concho Valley Council of Governments	San Angelo	October 8
WHEELER	Panhandle Regional Planning Commission	Amarillo	October 9
WILLACY	Coastal Bend College	Beeville	October 8

### **Training Site Information**

#### **Coastal Bend College**

3800 Charco Road, Beeville, Texas 78102

George F Elam Technical-Vocational Building, Room 116

Campus Map: <http://www.coastalbend.edu/beeville/> Building E on campus map

Parking Information: <http://www.coastalbend.edu/beeville/>

Restaurant Information: [Google Link Here](#)

Training Date and Time: October 8, 9:00 a.m. to 3:00 p.m.

#### **Concho Valley Council of Governments**

2801 West Loop 306, Suite A, San Angelo, Texas 76904

Google Maps: [Google Link Here](#)

Parking Information: Parking is in the lot in front and on the side of the building

Restaurant Information: [Google Link Here](#)

Training Date and Time: October 8, 9:00 a.m. to 3:00 p.m.

#### **El Paso – Scott Simpson Driver License Office**

11612 Scott Simpson Drive, El Paso, Texas 79936

Let the front desk know you are attending the EIC County Training and you will be escorted to the conference room

Google Maps: [Google Link Here](#)

Parking Information: Parking is in the lot located at the Driver License Office

Restaurant Information: [Google Link Here](#)

Training Date and Time: October 9, 9:00 a.m. to 3:00 p.m.

#### **Garland DL Megacenter**

4445-A Saturn Road, Garland, Texas 75043

Let the front desk know you are attending the EIC County Training and you will be escorted to the conference room

Google Maps: [Google Link Here](#)

Parking Information: Parking is in the lot in front of the office

Restaurant Information: [Google Link Here](#)

Training Date and Time: October 9, 9:00 a.m. to 3:00 p.m.

#### **Panhandle Regional Planning Commission**

415 Southwest 8<sup>th</sup> Avenue, Amarillo, Texas 79105

Google Maps: [Google Link Here](#)

Parking Information: Parking is in the lot behind the office

Restaurant Information: [Google Link Here](#)

Training Date and Time: October 9, 9:00 a.m. to 3:00 p.m.

Sam Houston State University

816 17<sup>th</sup> Street, Huntsville, Texas 77340

College of Criminal Justice Building, Texas Room, 1<sup>st</sup> Floor, Room A119

Campus Map: <http://www.shsu.edu/map/> Section 9 on map

Building Map: <http://www.shsu.edu/dotAsset/34e2e525-dbbb-4397-a2e4-7b8890fcb88e.pdf>

Parking Information: [http://www.shsu.edu/~upd\\_www/garage/](http://www.shsu.edu/~upd_www/garage/)

Restaurant Information: [Google Link Here](#)

Training Date and Time: October 9, 9:00 a.m. to 3:00 p.m.

Texas Tech Health Science Center

3601 4<sup>th</sup> Street, Lubbock, Texas 79430

Health Science Center Building, 2<sup>nd</sup> Floor, Room 2C221

At the information desk in the building, you can be directed to the classroom

Campus Map: <http://www.ttuhsu.edu/Contacts/campusMaps/lubbockMap.pdf>

Parking Information: Park in visitor parking

Restaurant Information: [Google Link Here](#)

Training Date and Time: October 8, 9:00 a.m. to 3:00 p.m.